

TASK 10: DOCUMENT ORGANIZATIONAL EXERCISE PERFORMANCE

Description

A joint exercise is conducted by participating OROs and the licensee. Under direction of the RAC Chair or designated team leaders, evaluators collect data on the demonstration of exercise objectives. This is the first step in the evaluation of exercise performance.

Milestone

The milestone for this task is the scheduled exercise date(s).

References

NUREG-0654; 44 CFR Part 350.9; 10 CFR Part 50, Appendix E., IV., F., 1.-5.; and FEMA-REP-15.

Products

There are three products of this task:

- o information and records produced by the exercise participants such as sign-in sheets, message logs, status boards, and copies of Emergency Broadcast System (EBS) messages and press releases
- o evaluator observations and data for use in EEM Evaluation Forms and Narrative Summaries
- o a timeline of exercise events as observed by the evaluator

Guidance

Use of the EEM by evaluators. The EEM is structured to enable an evaluator to gather data and information on the performance of participating organizations for each applicable objective demonstrated at an assigned location. Completed Evaluation Forms and Narrative Summaries for each exercise provide a composite set of information on the overall performance of all participating organizations for all applicable objectives.

Evaluation Forms are usually completed during or immediately after the termination of exercise play. Results of the post-exercise evaluator/participant interview (Task 11)

may be necessary to properly complete the EEM Evaluation Forms. In collecting data for the EEM Evaluation Forms, the guidelines below should be followed.

Evaluation Form. A multi-page Evaluation Form is provided for each objective. Each form contains Points of Review (POR) in the form of short questions or prompts that require evaluators to provide specific data and information on organizational performance.

The PORs are based on the planning standards and/or evaluation criteria of NUREG-0654 and the corollary demonstration criteria outlined in Section D of this Manual. Each POR is linked to a NUREG-0654 planning standard and evaluation criteria, if applicable. In referencing planning standards rather than evaluation criteria, it is recognized that, in some cases, emergency capabilities evaluated by FEMA are not explicitly addressed in evaluation criteria of NUREG-0654. However, in such cases, the capabilities evaluated are inherent within the applicable planning standards.

The 34 exercise objectives and associated PORs contained in this document represent all capabilities needed by offsite response organizations to effectively respond to radiological emergencies at commercial nuclear power plants. For each involved organization, evaluators will evaluate only those objectives and PORs that pertain to the organizational capabilities to be demonstrated, as set forth in extent-of-play agreements.

For those PORs that can be answered by selecting between YES, NO, N/A, or N/O, evaluators should choose the appropriate response based on the following intended meanings and usages.

- o For some PORs, "YES" indicates that the evaluator views the demonstrated performance as consistent with the applicable NUREG-0654 planning standards and evaluation criteria and corollary REP Exercise Manual demonstration criteria for the applicable POR. However, there are a few PORs for which a "YES" response is neutral in connotation as they are intended only to secure information and data.
- o For some PORs, "NO" indicates that the evaluator views the demonstrated performance as inconsistent with the applicable NUREG-0654 planning standards and evaluation criteria and corollary REP Exercise Manual demonstration criteria for the applicable POR. However, there are a few PORs for which a "NO" response is neutral in connotation as they are intended only to secure information and data.
- o "N/A" stands for "not applicable" and should be used to designate that the indicated activity or function was not required to be demonstrated by an organization either because the organization was not responsible for the activity or function under its emergency plan and procedures or scenario

events did not require the organization to demonstrate the activity or function. Regional Assistance Committee (RAC) Chairs, to the extent possible, should designate all "N/A" responses on Evaluation Forms for each objective prior to each exercise. The RAC Chair N/A designations should be based on the specific activities and functions not being required by organizations under their emergency plans and procedures or specified as not required in pre-exercise agreements.

- o "N/O" stands for "not observed" at the evaluator's location, and should be used to designate that the evaluator did not observe the indicated activity or function. If the evaluator did not observe specific aspects of an organization's performance, he/she should ask questions of exercise participants after the exercise, to gather information on the "not observed" activity or function, for inclusion in the narrative summary. It is critical that evaluators not prompt or coach participants during the exercise; therefore, all questions to gather information on "not observed" activities or functions should be raised after the exercise activities have been completed.

Many of the PORs ask the evaluator to assess whether procedures or equipment were "appropriate," "properly completed," etc. In making assessments for these PORs, evaluators should consult the relevant demonstration criteria in Section D of this Manual for a description of what FEMA regards as "appropriate," "properly completed," etc.

The PORs contained in the EEM are intended for use during exercises. However, there are a number of PORs that pertain to activities and resources that can be evaluated prior to exercises. Some examples of such activities and resources are as follows: facility resources, quantities of potassium iodide, the availability of congregate care resources, and the availability of certain types of equipment and instruments that support emergency operations. Accordingly, RAC Chairs may evaluate such activities prior to or during exercises.

Evaluators will find it useful to organize their data collection around the demonstration criteria set forth as the last POR for each objective. In that POR, each evaluator is asked to determine if the demonstration criteria were successfully demonstrated.

Narrative Summaries. Each POR is designed to provide the evaluator with a means to collect information needed in order to prepare a Narrative Summary for each assigned objective. The Narrative Summary contains the evaluator's observations about the adequacy of demonstrated performance in the context of the specific set of objectives to be demonstrated.

Narrative Summaries generally require more time to develop than Evaluation Forms, as they often draw from completed Evaluation Forms. Results of the post-exercise evaluator/participant interview (Task 11) and debriefing of exercise evaluators (Task 12) may be necessary to properly complete the Narrative Summaries. Guidelines for the preparation of Narrative Summaries are found in Task 13 of this Section.